

Checklist of Documents/Information for Company Registration (OCR)

- ☐ Citizenship certificate of all shareholders
- ☐ NID number of all shareholders
- ☐ PAN number of all shareholders
- ☐ Phone number of all shareholders
- ☐ Name, Address of the company (proposed)

Checklist for Visiting Tax Office (IRD/Kar Karyalaya) and Ward office [AFTER COMPANY REGISTRATION]

Before visiting the IRD, ensure you have the following documents and items ready:

- ☐ **Photocopy of Certificate of Registration, MOA, and AOA** (Prabandhapatra, Niyamawali). You will get these documents from OCR when the company is registered.
- ☐ **Letters Provided by OCR** (These are provided by OCR along with other registration documents)
- ☐ **Company Stamp** (Include the full name of the company including Pvt.Ltd., logo is not mandatory)
- ☐ **Minutes of Board Meeting Deciding the Registration at IRD** ([Use our Minute Maker](#))
- ☐ **Photocopy of Citizenship Certificates of All Shareholders**
- ☐ **Personal PAN Card of One Shareholder** (Apply online at the IRD website or nagarik app if you don't have personal PAN)
- ☐ **Online Form Filled at the IRD Website with Rs. 10 Ticket/Stamp**
(Find the correct NSIC code using our [NSIC Search page](#). Purchase the ticket/stamp at a photocopy center near any tax office.) The IRD form's NSIC section is weird and a total mess. So, if you don't find your desired code, select the closest alternative and ask the officer to add your desired objective while visiting the tax office. ([Form Fill-up Guide](#))
- ☐ **Rent Agreement** ([Use our Rent Agreement Maker](#))
- ☐ **Copy of Citizenship of landlord**
- ☐ **Receipt of Payment for Any Government Service by the Landlord** (e.g., electricity, water (khanepani))
- ☐ **House tax paid by landlord (tiro tireko rasid)**
In some cases, tax/ward offices may require a copy of the land ownership document (Lalpurja))

- # For ward office registration, you need all of the above and a PAN certificate.
- # Some tax offices will ask for ward registration papers before PAN registration.
- # At the ward office, you need to pay 10% of rent and registration fee.
- # Company registration papers are digitally signed, so you won't get physical hard copies of the registration papers.
- # In case of confusion WhatsApp us to +9779804495818 (BizSewa)